

# Memo

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**To:** All CUPE Staff

**From:** Tracy O’Kroneg, Director, Human Resource Services  
Charelle Maillet, Coordinator, Human Resource Services

**Date:** May 30, 2017

**Re:** CUPE Staffing Timelines and Information (Subject to Change)

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The estimated timelines below provide key information to assist you in preparing for CUPE staffing for the 2017-2018 school year:

June 2 (end of day)	EPA allocations sent to schools
June 5 (4pm)	Principals distribute Notice of Redundancy to impacted staff
June 9 (4pm)	Round 1 postings go live
June 14 (4pm)	Round 1 postings close
June 21 (4pm)	Successful Applicants from Round 1 on myHRSB Round 2 postings go live
June 26 (4pm)	Round 2 postings close
June 29 (4pm)	Successful Applicants from Round 2 on myHRSB Round 3 postings go live
July 5 (4pm)	Round 3 postings close
July 12 (4pm)	Successful Applicants from Round 3 on myHRSB
August 23 (4pm)	Weekly term postings resume

## **Redundancies**

Permanent employees who have been declared redundant will be advised by receiving a Notice of Redundancy. Copies of such notices will be forwarded to principals by end of day **June 2, 2017**. Principals **must** distribute the written notices to employees by **June 5, 2017** at **4:00 pm**.

## **First Round of Job Postings: June 9, 2017 (Open to Permanent CUPE Employees only)**

All vacant (permanent and term) positions will be posted on the Board’s on-line application system, Careers at HRSB (“Careers”). Careers can be accessed through myHRSB, on the Board’s website at [www.hrsb.ca](http://www.hrsb.ca). The first round of postings will go live on **June 9, 2017** at **4:00 pm** and will close on **June 14, 2017** at **4:00 pm**. Please check Careers regularly for updates and changes.

You are required to rank the positions you apply for. Please see section **“How to Apply For and Rank Positions”** for instructions.

Successful applicants will be posted once the positions have been filled by HR, on the Successful Applicants dropdown menu on myHRSB, **by 4:00pm on June 21, 2017**. If there are no successful applicants for a position, the position will be re-posted in the Second Round of Job Postings.

**Second Round of Job Postings: June 21, 2017 (Open to Permanent and Term CUPE employees and external applicants)**

All vacant positions (permanent and term) will be posted on Careers. Permanent employees who were awarded a position in the First Round of Job Postings may apply for positions in the Second Round of Job Postings.

The second round of job postings will go live on **June 21, 2017 at 4:00 pm** and will close on **June 26, 2017 at 4:00 pm**.

You are required to rank the positions you apply for. Please see section **“How to Apply For and Rank Positions”** below for instructions.

Successful applicants will be posted once the positions have been filled by HR, on the Successful Applicants dropdown menu on myHRSB, **by 4:00 pm on June 29, 2017**. If there is not a name of a successful applicant listed beside a position, this means that there were no successful internal applicants and the position may be filled by external applicants.

**Third Round of Job Postings: June 29, 2017 (Open to Permanent and Term CUPE employees and external applicants)**

All vacant positions (permanent and term) will be posted on Careers. Please note that permanent employees who were awarded a position in the First and Second Rounds of Job Postings may apply for positions in the Third Round of Job Postings.

The third round of job postings will open on **June 29, 2017 at 4:00 pm** and will close on **July 5, 2017 at 4:00 pm**.

You are required to rank the positions you apply for. Please see section **“How to Apply For and Rank Positions”** below for instructions.

Successful applicants will be posted once the positions have been filled by HR, on the Successful Applicants dropdown menu on myHRSB, **by 4:00pm on July 12, 2017**. If there is not a name of a successful applicant listed beside a position, this means that there were no successful internal applicants and the position may be filled by external applicants.

**How to Apply for and Rank Positions:**

- Select the “Job Postings” icon on the main page of Careers at HRSB (accessed from the myHRSB dropdown menu).

- Select the category of jobs you are interested in (ex: Educational Program Assistant). A list of current job postings will appear.
- Click on the competition number for the job that you are applying for and the details of the position will appear.
- Click on the “Apply” icon to apply for the job.
- From the dropdown menu on the right choose the resume and cover letter you wish to use for your application and then select “Apply”.
- If the position is 'rankable' and you have applied for more than one rankable position, a table including the rankable positions will appear.
- Specify which position you would like to obtain the most towards the *top* of the list, and which ones you prefer less towards the *bottom* by clicking the blue arrows beside each position.
- Positions can be re-ranked until the job posting closes.
- Positions will appear in order of those most recently applied for at the top of the table.

All applications must be received by the deadline to be considered.

### **Qualifications**

All applications must be submitted online clearly stating qualifications and competencies for the position. Only the information on the resume will be considered. **Applicants for EPA positions must complete the EPA Specific Questionnaire.**

Applicants will only be awarded a position if qualified:

- It is a requirement to have a current first aid certificate for all EPA positions.
- Applicants for EPA positions must also hold a current NVCI certificate. If the NVCI certification has expired, or an external applicant does not have NVCI certification, the applicant awarded a position is required to complete the NVCI certification at their earliest opportunity in the upcoming school year.

If a position requires American Sign Language (ASL) and you are the most senior applicant who does not have the necessary ASL training, you will be contacted about completing the required ASL training in order to be awarded a position for which you have applied. You will have one (1) hour to provide a decision to Human Resources on whether or not you are willing to complete the required training. Please note that you are required to pay for the cost of ASL training, should you agree to complete the required training. Training costs may be reimbursed through the CUPE PD guidelines, available on myHRSB.

Employees who apply for a job posting and who are awarded the position must accept the position. Employees will be notified if they are awarded the position by posting the successful applicant’s name on myHRSB under the Successful Applicants section.

Applicants who are applying to a position outside their current classification may be required to participate in an interview in order to determine qualifications and competencies for the position. If so, the employee will be contacted directly. For example, this would apply to an EPA applying for a SSW position.

### **Layoff**

Permanent Employees who have been declared redundant in June and remain redundant by any amount at the end of the Third Round of Job Postings will be issued a layoff notice in accordance with Article 12 of the Collective Agreement and will be placed on recall. Please note that the layoff period will end for all employees on **September 20, 2017**.

### **EPA Positions Posted After the Third Round of Job Postings and During the 2017-2018 School Year**

All remaining EPA positions will be posted on Careers **beginning Wednesday, August 23, 2017 at 4:00 pm** and every following **Wednesday at 4:00 pm**.

All EPA positions posted during this timeframe will be posted as term positions.

Permanent EPA's will only be awarded term positions during this timeframe as follows:

1. A permanent 80% EPA may be awarded a term 100% position at any time;
2. The term position ends on June 30, 2018 and all of the factors below are met:
  - a. the permanent EPA is on recall; and
  - b. the permanent EPA currently owns a position; and
  - c. the term position awarded is an increase in percentage.
3. The term position ends before June 30, 2018:
  - a. the permanent EPA is on recall; and
  - b. the permanent EPA does not own a position.
4. If no permanent EPA is awarded the term position pursuant to 2 and 3, then permanent EPA's at the school will be contacted and offered the position, if qualified.

Term EPA's may only be awarded a term position if the posted position has a start date that is later than the end of the term position they currently hold (ie they must be able to complete their current term before starting the next term position).

EPA's who held a term position in the 2016-2017 school year who do not hold a position at the time of posting may apply, but are considered external applicants.

### **All Other (i.e. not EPA) Positions Posted After the Third Round of Job Postings and During the 2017-2018 School Year**

All permanent Library Support Specialist (LSS), Student Support Worker (SSW), Community Outreach Worker (COW), Lead Early Childhood Educator (LECE), and Support Early Childhood Educator (SECE) vacancies that become available will be posted as permanent positions.

Permanent and term employees may be awarded these positions, if qualified, as follows:

Permanent Position	Rules for Movement
Permanent EPA moving into Permanent LSS, SSW, COW, LECE, or SECE position	Can move any time during the school year.
Term EPA moving into Term LSS, SSW, COW, LECE, SECE position	Can only move once they have completed their current term.
Term LSS, SSW, COW, LECE, SECE moving into any Term Position	Can only move once they have completed their current term.
Term LSS, SSW, COW, LECE, SECE moving into any Permanent Position	Can only move once they have completed their current term.
Permanent LSS, SSW, COW, LECE, SECE moving into any Permanent Position	Can move any time during the school year.
Permanent LSS, SSW, COW, LECE, SECE moving into any Term Position	Can move any time during the school year.

### **Early Childhood Educator (ECE) Positions**

It is anticipated there will be Early Childhood Educator (ECE) positions posted during the permanent rounds this June.

If you are **currently** an ECE Lead or Support, you are considered qualified for positions equivalent to your current classification (i.e.: if you are an ECE Support you are considered qualified for ECE Support positions; if you are an ECE Lead you are considered qualified for ECE Lead positions). Positions will be filled in seniority order by classification. For example, if you an ECE Support applying to an ECE Support position, you will be considered qualified and the position offered to you based on your seniority related to the seniority of other qualified ECE Support applicants.

Positions not filled with an applicant from the same classification are filled by way of an interview. If you are not currently working the position posted, but demonstrate in your resume that you meet the qualifications in the job description, you may be contacted for an interview.

Please direct all questions to [hrhelp@hrsb.ca](mailto:hrhelp@hrsb.ca).